



**AGENCY PROMOTIONAL EXAMINATION  
DEPARTMENT OF SOCIAL SERVICES  
LEAD MAIL HANDLER**

**ANNUAL \$38,211  
SALARY: \$49,902**

**SALARY  
GROUP: TC 14**

**APPLICATION CLOSING  
DATE: MARCH 7, 2011**

**EXAM  
NO: 110110APPD**

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW**

**PURPOSE OF CLASS:** This class is accountable for acting as a working supervisor for mail service personnel engaged in the receipt, processing and distribution of mail; may supervise mail operations in a small agency.

**MINIMUM QUALIFICATIONS REQUIRED**

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF SOCIAL SERVICES** WHO BY **MARCH 7, 2011** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS SERVICE IN THE **DEPARTMENT OF SOCIAL SERVICES**, AND THE FOLLOWING EXPERIENCE AND TRAINING\*:

**GENERAL EXPERIENCE:** Three years' experience in a mail service or postal operation involving the operation and maintenance of mail service equipment.

**SPECIAL REQUIREMENT:** Incumbents in this class must possess and retain during employment a valid Connecticut Motor Vehicles Operator's license.

**WORKING CONDITIONS:** Incumbents may be required to lift moderate to heavy weights.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of U.S. Postal regulations and rates; interpersonal skills; oral and written communication skills; ability to coordinate mail service operations; ability to recognize equipment problems and prescribe repairs; ability to perform basic arithmetic computations; mechanical ability; some supervisory ability.

**THE EXAMINATION WILL BE COMPOSED OF:**

<u>PART</u>	<u>WEIGHT</u>
<b>EXPERIENCE AND TRAINING</b>	<b>100%</b>

**APPLICATION/EXAMINATION INSTRUCTIONS:** In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment, hours worked per week and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS. Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by March 7, 2011. A separate application form must be submitted for each exam you are applying for. Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (Secure Fax #860-622-2910).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. **Examination scores will be mailed by April 11, 2011.**

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and the Department of Social Services.

*\*Employees in the unclassified service may be eligible to participate in promotional exams if they have previous permanent status in the classified service and have current status as a state employee.*

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.